



State of Arizona Accounting Manual

Topic 00 General Information
Section 20 Documentation

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INTRODUCTION

Whereas at one time, the terms document and documentation unambiguously referred to a physical, paper record, currently much information is exchanged or retained electronically. This section of SAAM establishes the policies for the sufficiency of documents related to accounting, payroll and travel, particularly as used in AFIS, Maximo, TRIRIGA, and the payroll functions in HRIS.

POLICY & PROCEDURES

1. Documentation is any assemblage of printed, written or computer generated papers, forms or files that furnishes evidence, facts or information concerning the reason for, amount of, or parties to a financial transaction and that serves as the official record of and support for such a transaction.
 - 1.1. As stated, documentation may take any form, including a scanned document or an electronic file or the contents thereof.
 - 1.2. Except in the case of permanent records as defined by LAPR, if an electronic copy or image of a paper document is made, the paper document need not be retained.
2. Documentation, no matter its physical form, must be retained for the applicable period prescribed in the Record Retention Schedules published by LAPR.